

Government of Madhya Pradesh
Department of Higher Education
State Project Directorate, MPHEQIP
1st Floor, MP Private University Regulatory Commission Building
Yashoda Vihar Colony, Kaliyasot Dam, Bhopal,
Madhya Pradesh, India

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)
(World Bank Assisted Project)

Appointment of Academic Expert for NAAC Accreditation
(Individual Selection)

S. No: 1047/MPHEQIP/18-19

Bhopal, Date:23/01/2019

INDIA

Madhya Pradesh Higher Education Quality Improvement Project (MPHEQIP)

1. The State Project Directorate, MPHEQIP, Department of Higher Education, Govt of Madhya Pradesh has received a credit from the International Development Association (IDA) World Bank for QIP (Quality Improvement Program) in Higher Education sector of Madhya Pradesh and intends to apply part of the credit proceeds to make payments under the contract for individual services.
2. The State Project Directorate, MPHEQIP, An implementing agency for World Bank assisted MPHEQIP project invites Application from eligible Individual ("Herein after referred to as Academic Expert") to support in "**NAAC Accreditation of Government HEIs of M.P.**"
3. Interested Academic Experts may submit their "CV and Application expressing their interest" electronically by email to spdmpwb@gmail.com on or before by February 07, 2019, 16:00 IST (Indian Standard Time).
4. Hard Copies of CV & Application shall not be considered. The Academic Experts can obtain detailed information regarding scope of work, remuneration, eligibility and selection criteria etc. on the portal <http://www.mphighereducation.nic.in/> and <http://highereducation.mp.gov.in/index.htm>. In case of any query for submitting the CV and Application, Academic Experts can email their query to spdmpwb@gmail.com

Prof. Ajay Prakash Khare
Additional Project Director (WB)

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Detailed Advertisement

I. Background

Madhya Pradesh Higher Education Quality improvement Project (MPHEQIP) – a collaborative effort of the Department of Higher Education, GoMP and the World Bank to improve quality of higher education in the state. The strategic objective of the project is to improve education outcomes for students in higher education in government institutions, and to increase the effectiveness of the higher education system in Madhya Pradesh.

GoMP plans to expand and improve its higher education institutions with a view to improve the state's higher education system's outcomes to national and international flagship standards. This can only be achieved by undertaking a comprehensive and sustained package of reforms and capacity building measures which improve the efficiency and effectiveness of all Higher Education Institutions (HEIs) operating in the state. The higher education quality improvement program in MP is fully aligned to Government of India's Higher Education Program named Rashtriya Uchcharatar Shiksha Abhiyan (RUSA). At the institutional level, GoMP is targeting both building academic, research and managerial capacity, increasing autonomy in order to better align institutions with local needs, and pursuing excellence of academic departments.

II. Introduction-'MPHEQIP Project'

The MPHEQIP will support the implementation of the Government of Madhya Pradesh's vision for the higher education sector as articulated in the Vision 2018 Document and the State Higher Education Plan 2014. It is envisioned as a 10-year project, with 5 years of project support, and an additional 5 years of monitoring and evaluation to determine the long-term sustainability of outcomes. This project aims to improve strategic planning and administrative capacity at all government colleges and state universities. Additionally, it will allow the DHE to modernize its systems and schemes.

III. Scope of Duties

It is proposed to empanel at least 50-70 Academic Experts Division wise in the state for support, who are already experienced on NAAC accreditation process and are available to support HEIs on preparing documents and support during the NAAC accreditation process. The idea is to link

the HEIs with these external experts and get the following documents prepared by them with the support from the staff of AD offices.

- Letter of Intent (LOI)
- Self-study Report (SSR)
- Institutional Eligibility for Quality Assessment (IEQA)

Apart from above following could be the additional responsibility of Academic Experts.

- Support in replying queries of NAAC.
- Any other support as required to HEIs related with NAAC accreditation.

Based on the work plan and priorities as decided by the SPD and with support from AD office, the empaneled Academic Experts will visit the HEIs and work offline/online to support in preparation of above listed document. If required Academic Experts will present with the staff of HEIs to upload the necessary document on the NAAC website. Staff at AD office/SPD will support Academic Experts to complete his/her assignment.

SPD reserve the right to cancel the empanelment at any time without mentioning the reason.

IV. Process of Selection

- Once the application is submitted, SPD will shortlist the Academic Experts.
- Marks shall be allotted based on the table at VIII. selection criteria.
- Based on the marks, the top 50-70 candidates will be listed as most preferred candidate and empanelment letter shall be issued after the approval from Competent Authority with allotment of colleges.
- The candidate should sign the contract before commencement of work as Academic Expert.
- The empanelment is open for government and private candidates.
- Outside state expert/ Retired academicians can also be empaneled.

V. Time Requirement

S#	Day	Activities
1	1-2 Days	Visit to linked HEI and meet the Principal, Nodal Officer and other HoDs to discuss the plan of action.
2	7 -14 Days	Preparation of Documents. (Onsite/Offsite)
3	1 Day	Upload the documents on NAAC Website
4	1-4 days	Prepare responses of queries and submit
5	More Days	As may be required
	15-20 Days	Overall Time required in next six months

- The Academic Expert should spend minimum 10 working days for the assignment sitting at HEI premise.

V. Remuneration

- The Academic Expert shall be paid not less than Rs. 4000/- on a per day basis (8 hours in a day).
- TA/DA shall be paid for visiting College, AD office and SPD, MPHEQIP office based on approved rates. Policy of TA/DA rates will be provided at the time of selection letter.
- Principal/ Nodal Officer will verify the time involvement and TA/DA bills of Academic Expert.
- SPD office will process the payment through treasury system on a monthly basis.
- The statutory tax obligation like GST or any other tax would be paid based on actual.

VI. Specific Responsibilities:

- The Academic Expert will prepare a work plan with time lines in consultation with colleges and submit to AD office and SPD office.
- The Academic Expert will submit a monthly progress report indicating the issues.

VII. Required Qualification and experience:

- The Age of the candidate should not be more than 65 years as on last date of application.
- Candidate should have valid Doctorate Degree and served as Associate Professor or higher for minimum 5 years.
- The Candidate must possess adequate knowledge of quality assurance system in Higher Education and in Assessment and Accreditation processes of NAAC for at least one cycle.
- Actively engaged in research with evidence of published work with a minimum of two research publications in the peer reviewed / UGC listed journals.

VIII. Selection Criteria

1. The candidates who have the required qualification & Experience as per clause (VII) of this invitation document shall be shortlisted.
2. Shortlisting shall be done based on the following marking criteria table.

Table of Marking Criteria

S#	Criteria	Maximum Marks	
1	Relevant Experience post qualification as Associate Professor or higher for minimum 5 years;	30	
	More than 5 Years & less than 10 years		10 Marks
	Equal to or more than 10 Years & less than 15 years		20 Marks
	Equal to or more than 15 Years		30 Marks
2	Experience of any quality enhancement initiative undertaken for Higher Education Institute.	10	
	One Initiative		6 Marks

	Two Initiatives	8 Marks	
	Three or More Initiatives	10 Marks	
3	Experience of running IQAC Cell for more than one year.		20
	Equal to or more than 1 Year & less than 3 years	10 Marks	
	Equal to or more than 3 Years	20 Marks	
3	NAAC Accreditation Support at HEIs ;		30
	One Cycle	10 Marks	
	Two Cycle	20 Marks	
	Three or More Cycle	30 Marks	
4	Research Paper Publication experience in UGC listed Journals;		10
	Two Research Papers	6 Marks	
	Between Three to Five Research Papers	8 Marks	
	More than Five Research Papers	10 Marks	
Total Marks			100

IX. Reporting and Counterparts:

- The Academic Experts will work under direct supervision of Project Director, MPHEQIP.
- The Academic Experts will keep the Senior authorities informed on a regular basis about the progress and achievements.
- A web based software will be used to monitor the progress and upload relevant documents.

X. Other Skills & Abilities:

- Excellent computer skills with knowledge and experience on working with Microsoft tools (Word, Excel and Power Point) and internet.
- Fluent in English writing; ability to speak Hindi.
- Excellent written and oral communication skills.
- High-level interpersonal and relationship-building skills
- Ability to communicate and work effectively with the team.
- Professionalism in appearance and demeanor.
- Willingness of traveling to different parts of Madhya Pradesh is required.

XI. Closing Date:

The closing date for applications is on or before by February 07, 2019, 16:00 hours, Indian Standard Time (IST).

XII. Submission Guidelines:

- Interested candidates should e-mail their application and CV in MS-Word and PDF format.
- The attachment should not be encrypted or zipped.

- Format of application and CV should be as per the format prescribed at Annexure 1.
- The subject line of email should be “**Application for appointment of Academic Expert**”).
- The email should be send to: spdmpwb@gmail.com on or before by February 07, 2019,16:00 hours, Indian Standard Time (IST)

XIII. Tenure:

The Contract will be initially for a period of 1 year and can be extended yearly for up to the project duration based on the mutual consent and satisfactory performance.

XIV. Termination of contract:

- In case of unsatisfactory performance or violation of any of the condition of contract, contract can be terminated by State Project Director, MPHEQIP at any time.
- Similarly, the Academic Experts can submit request for discontinuing after giving one-month notice.
- The decision of the Project Director, MPHEQIP shall be final in this regard.

XV. Special Note:

- Please note that applications received after the closing date and or without mentioning title of the post applied for in subject line of the Email will not be given consideration.
- The State Project Directorate Office, MPHEQIP is not liable for any kind of submission delay/Non-receipt of email/Attachment missing or corrupt/ Technology fault.
- Only Short-listed candidates whose applications correspond to the above criteria and requirements will be contacted for contract signing.
- Academic Experts will be selected in accordance with the procedures set out in the World Bank’s Guidelines: Selection and Employment of consultant by World Bank Borrowers. (January, 2011edition Revised July 2014).

<http://documents.worldbank.org/curated/en/2014/07/24361451/guidelines-selection-employment-Academic-Expertss-under-ibrd-loans-ida-credits-grants-world-bank-borrowers>

Annexure 1 (a): Format of Application

{Name of City, Date}

To:

Project Director (WB)

MP Higher Education Quality Improvement Project, MPHEQIP
Department of Higher Education,
Government of Madhya Pradesh

Dear Sir:

I, the undersigned, offer to provide my services as Academic Expert for **MPHEQIP (Madhya Pradesh Higher Education Quality Improvement Program)** World Bank assisted Project to Higher Education Department GoMP in accordance with your Advertisement Consultancy Reference Number: 1047/MPHEQIP/18-19 dated 23.01.2018.

I hereby submitting my CV for your kind consideration which is as per the requirements mentioned in the advertisement.

I hereby declare that:

- I. All the information and statements made in the CV are true and I accept that any misinterpretation or misrepresentation contained in the CV may lead to my disqualification by the State Project Directorate (MPHEQIP), Department of Higher Education, GoMP and/or may be sanctioned by the World Bank.
- II. I have no conflict of interest in accordance with paragraph 1.9 of Consultant Guidelines: Selection and Employment of Consultant [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011, updated July 2014 (Academic Experts Guidelines), setting forth the World Bank's policy on conflict of interest.
- III. I meet the eligibility requirements as stated in this Advertisement, and I confirm my understanding of obligation to abide by the Bank's policy in regard to corrupt and fraudulent practices.
- IV. My Proposal is binding upon me and subject to any modifications/ amendments by Department of Higher Education made before the date of submission.
- V. I do not face any sanction or any pending disciplinary action from any authority.
- VI. I understand that the State Project Directorate (MPHEQIP), Department of Higher Education, GoMP is not bound to accept any proposal they receive.

Yours sincerely,

Signature {In full}: _____

Name of Signatory: _____

Address: _____

Contact information (phone and e-mail): _____

Annexure 1 (b): Format of CV

1. Name of Expert :
 2. Proposed Position : Academic Expert
 3. Current Employer :
 4. Date of Birth : <DD/MM/YYYY format> Nationality:
 5. Education :
- <Start with the highest education qualification>

<u>S#</u>	<u>Degree/certificate or other specialized education obtained</u>	<u>School, college, Institute and/or University Attended</u>	<u>Degree/certificate Issuing University/ Board/ Agency</u>	<u>Year Obtained</u>

6. Professional Certification or Membership in Professional Associations:
7. Other Relevant Training/ Certification:
8. Countries of Work Experience:
9. Languages Known:

Language	Read	Write	Speak

10. Employment Record (Post-Doctoral Qualification):

From [Year/Month]: To
 Employer/ Client:
 Positions held:
 Detailed Tasks Assigned [*List all tasks performed under this Employment/Assignment*]:

11. List the research publications in UGC listed Journals

12. Work Undertaken that Best Illustrates Capability of adequate knowledge of quality assurance system

Assignment 1

Name of assignment or project:	
Year/ Month (From & To)	
Location	

Client	
Main project features	
Positions held	
Activities performed	

13. Assessment and Accreditation processes of NAAC experience Post-Doctoral qualification;

Assignment 1

Name of assignment or project:	
Year/ Month (From & To)	
Location	
Name of College	
Positions held	
Activities performed	

14. Division interested to work;

S#	Priority	Name of Division in Madhya Pradesh
1	First	
2	Second	
3	Third	

(Name of Division :- Bhopal, Hoshangabad, Indore, Gwalior-Chambal, Rewa, Ujjain, Sagar, Jabalpur.)

Date & Place

Signature